Ms Robyn Daly

 50 Terenure Road East

 Rathgar

 Dublin 6

Ms Beth Onslow

Byrne Wallace

88 Harcourt Street

Dublin 2

16 October 2016

Re: Traineeship Application 2017

Dear Ms Onslow

I wish apply for the Traineeship Programme in Byrne Wallace in 2017. I would welcome the opportunity to train in a top-tier commercial law firm. I am currently awaiting the results of my second set of FE1 exams. To date, I have passed three FE1s. It has always been my intention to become a solicitor and I have been consistently working towards achieving this goal since I was 16 years old. I am a graduate of Business & Law from University College Dublin (2014). I was named as a University College Dublin Entrance Scholar based on the academic excellence which I displayed in the Leaving Certificate.

Throughout my time at university, I was involved in many societies and charitable organisations. My proudest achievement was being Backstage Manager for the UCD Fashion Show 2014, which raised over €5,000 for the Jack Kavanagh Trust. This role allowed me to display leadership, organisational skills and time management, in a highly pressurised environment. I have further advanced my charitable endeavours through working on several pro bono projects during my career. Byrne Wallace places a strong emphasis on Corporate Social Responsibility and this sets it apart from other law firms.

Byrne Wallace is renowned for excellent client service and a client-focused approach, as evidenced by the recent success of the firm in the Client Choice Awards. Throughout school and university, I maintained a part-time job in a solicitors practice. During this time I obtained an insight into the vitality of excellent client service and relationship management. I also witnessed the day-to-day running of a profitable business which heightened my level of commercial awareness.

I spent a year as an intern with Eversheds and I worked on secondment in the Residential Tenancies Board. Collaborating directly with Eversheds’ largest client further honed my client service skills. It also gave me an insight into large-scale litigation management, and working in a government body. A significant part of my role in the Residential Tenancies Board involved resolving Landlord and Tenant disputes. Conflict management requires patience, understanding and persuasiveness. This role enabled me to develop Alternative Dispute Resolution skills such as mediation and negotiation which I believe will be invaluable in my future career. I dealt directly with queries from members of the public on a daily basis, and endeavoured to provide a practical, satisfactory solution to their problems.

I recently completed an internship on the Corporate Charities Team in Mason Hayes and Curran and my four week internship was extended to eight weeks. This gave me an invaluable insight into the corporate environment of a commercial law firm and solidified my desire to pursue a career in corporate law.

I attained a 79% mark in a Certificate in Aviation Leasing and Finance offered by the Law Society. I have always had a keen interest in business and financial affairs. In university I excelled academically in finance modules including Corporate Finance and Behavioural Finance, attaining A grades in both. I believe that my high level of commercial awareness combined with my business background sets me apart from other candidates. Byrne Wallace have recently been named Law Firm of the Year at the AIB Private Banking Law awards and I would welcome the opportunity to join such a high calibre firm.

I believe I would be an asset to Byrne Wallace as I am highly motivated, resilient, and a self-starter. When I was 15 I spent a semester living in Salamanca and attending a Spanish language school. From this experience, I learned how to adapt to a foreign environment and I thrived independently at a young age.

Many thanks for having taken the time to consider my application, and I hope it is to your satisfaction.

Yours sincerely,

Robyn Daly